

## PRE – REGISTRATION FORM

ROOM NUMBER	ROOM TYPE	GUEST	RATE	FOLIO NO. :	
				RES. NO. :	
ARRIVAL DATE	TIME	DEPARTURE	TIME	ROOM CLERK	
LAST NAME :			FIRST NAME :		
DATE OF BIRTH :			PLACE OF BIRTH :		
ADDRESS :				CITY	
				COUNTRY	
TRAVEL AGENT :				GRP CODE	
COMPANY :					
DEPOSIT :				POINT & DATE OF ENTRY	
PASSPORT / ID NATIONALITY :				EXP. PLACE ISSUED	
TELEPHONE NO. :			EMAIL :		
SPONSOR AND VISA TYPE					
PAYMENT :	CC NO :		EXP :		
INSTRUCTIONS :					

**RATES ARE SUBJECT TO 10% SERVICE CHARGE, 7% MUNICIPALITY FEE & 5% VAT.  
TOURISM DIRHAM TO BE PAID UPON CHECK-IN**

- \* Regardless of charge instructions, I acknowledge that i am personally liable for the payment of all costs and charges in the event that the indicated person, company or association fails to pay for any part of the full amount incurred by me.
- \* Missing items, breakages and damages in the room will be charged accordingly.  
Money, jewelry and other articles of value must be placed in the safe deposit box. The management will not be responsible for any loss.

**لقاء الزوار فقط في بهو الفندق أو المطعم**

**\*NO VISITORS ALLOWED IN THE ROOM**

SIGNATURE : \_\_\_\_\_

CHECK-IN TIME : **15:00**

CHECK-OUT TIME : **12:00**